

Computer Course Descriptions Term 1, 2018

12 February to 31 March (7 weeks)

There are no Computer Course fees but members are requested to advise the main office if they are unable to attend a course so that the Course Leader can be informed and the next person on the wait list can be offered a place.

18COM001 THE NBN IS COMING WHAT SHOULD I DO (A)

Monday 10.00 to 12.00 12 February

Graeme Hilson

18COM003 THE NBN IS COMING WHAT SHOULD I DO (B)

Monday 10.00 to 12.00 26 March

Graeme Hilson

The NBN is being rolled out throughout Australia and we will all need to connect up at some stage. This 2-hour session will cover the issues you need to know about BEFORE signing up to the NBN.

18COM005 WHAT'S NEW IN WINDOWS 10

Monday 10.00 to 12.00 19 February to 19 March (4 weeks)

Graeme Hilson

Windows 10 Operating System is here and is now supplied with new computers as well as being offered to all PC users on earlier Operating Systems. This class will bring you up to speed, whether you are new to computers or have used the older versions of Windows. The good news is that it is not difficult to learn and by the end of this course you will regard Windows 10 as a familiar friend.

PREREQUISITES: Should be experienced in using a computer and have good keyboard and mouse skills. BYO (USB) memory stick

18COM007 YOUR IPAD AS A USEFUL TRAVELLING COMPANION

Monday 1.00 to 2.30 12 February to 26 February (3 weeks)

Wayne Henry

This course will outline a number of tips and tricks to make the most of your iPad when travelling overseas. Use it to find and book accommodation and make travel arrangements on the go. Check the weather, keep track of your expenditure, and use it as a map or as a language translator. Keep in touch with family and friends back home. This course will also cover security and tips on how to keep your information safe in a potentially hostile environment.

PREREQUISITES: The course is based on using an iPad, however, most of the information is potentially relevant for other brands of tablets (such as Samsung, HTC, Bauhn etc). Participants must have a fully charged device, must be familiar with how it works and be competent in navigating around it and downloading and using Apps.

18COM009 KEEPING UP TO DATE WITH YOUR COMPUTER

Monday 1.00 to 3.00 5 March to 26 March (3 weeks)

Wayne Henry

Based on Windows 10 and Microsoft Word this course will keep you up-to-date with your PC and its associated Applications. We will look at what goes on inside the computer and how it manipulates and stores information. We will demystify some of the jargon, explain unfamiliar terms and explore the difference between "Drives", "Directories", "Folders", "Applications" and "Files". We will use the power of MS Word to create interesting documents through the use of templates, the addition of graphics (e.g., photographs) and the powerful but easy-to-use formatting and editing tools of Word. We will access and incorporate information from a variety of resources including the Internet and, finally, save our work to an appropriate location or share it with others.

PREREQUISITES: Should have experience in using your computer and be familiar with your keyboard and mouse. BYO (USB) memory stick.

18COM011 PHOTO EDITING

Tuesday 10.00 to 12.00 13 February to 13 March (5 weeks)

Archie Kaan

Come and learn how to enhance, brighten and bring out the best in your photographs with freely available software. Class members are encouraged to bring their photos on a USB memory stick and learn the art of photo editing.

PREREQUISITES: Should be experienced in using a computer with good keyboard and mouse skills. BYO (USB) memory stick.

18COM013 PRACTICAL IPHONE

Tuesday 1.00 to 3.00

13 February to 27 March (7 weeks)

Helen Smith

Make your iPhone a practical and fun tool. Learn to manage your mobile data usage as well as how to share photos, use mail and messaging, manage your contacts and browse the Internet. Tweak the settings to personalise your phone to your own style of working. Explore some of the extensive range of built-in and third party applications that can make your iPhone an indispensable tool and a source of fun as well.

PREREQUISITES: Suitable for beginner and intermediate users. Appropriate for any iPhone but iPhone 5s and later are preferred as they can run the latest operating system (iOS 11). You must have an Apple ID and password and ensure your iPhone's operating system is up to date. Check this in the Settings App/General/Software Update

18COM015 RESEARCHING SHARES ON THE INTERNET (BEGINNERS)

Wednesday 10.00 to 12.00

14 February to 28 March (7 weeks)

Eric Kratzer

Hands on for beginners. Learn to research, find important Company data, interpret charts & the difference between fundamental & technical interpretations. Use a charting program to monitor your share trading. Does not include financial advice or recommendations for investing your savings. This is **NOT** a course for those experienced in researching shares on the Internet.

PREREQUISITES: Ability to efficiently use keyboard & mouse together with experience in using the Internet.

18COM017 GETTING TO KNOW YOUR IPAD

Wednesday 1.00 to 3.00

14 February to 27 March (7 weeks)

Tony Widdows

This is a **BEGINNERS** level course for those who would like to learn the main functions of their iPad as well as some handy tips and tricks. Your iPad can be a useful tool for you to enjoy the endless possibilities of the digital world. This course will be conducted using iOS11, which was released in September 2017.

PREREQUISITES: Bring your own, fully charged iPad or iPad mini and ensure that its operating system (iOS11) is up to date before the first class. Suitable for iPad Air, iPad mini 2 or later. Versions of the iPad made before 2013 will not work with iOS11 and are therefore not suitable for this class. Please check this before enrolling.

18COM019 EXCEL FUNDAMENTALS

Thursday 1.00 to 3.00

15 February to 22 March (6 weeks)

Graeme Hilson

Would you like to learn the fundamental principles of Excel or brush-up on what you have forgotten? Whilst Excel is a useful tool for cataloguing such things as books, DVDs and photographs, managing a share portfolio, creating lists and planning travel, this course will focus not only on these features but also on the mathematical capabilities of Excel.

PREREQUISITES: Should be experienced in using a computer and have good keyboard and mouse skills. BYO (USB) memory stick

18COM021 TIPS and TRICKS FOR YOUR IPAD

Friday 10.00 to 12.00

16 February to 2 March (3 weeks)

Michele Berner

Got an iPad? Want it to do more, work more efficiently and generally make your life better? This class will show you 50+ top tips to get the most out of your iPad. Best for iPads running iOS11 but if you are not you will still find some tips that will help you enjoy many more features of your device.

PREREQUISITES: Students should either have completed a Beginner's class at U3A or be equally familiar with how to use the main functions of their iPad.

18COM023 MANAGING YOUR PHOTOS WITH GOOGLE PHOTOS

Friday 10.00 to 12.00

9 March to 23 March (3 weeks)

Michele Berner

Learn how to use Google Photos to back-up, edit, share, sync, sort and organise your photos from computers, smartphones and tablets. Learn how to edit and enhance your photos using free apps from both the Apple Store and Google Play Store.

PREREQUISITES: You may use the desktop PCs at the Computer Centre, or bring your fully charged smartphone, tablet or iPad depending on how you capture your photos. If yours is an Apple device it should be running the latest operating system (iOS 11).

18COM029 MANAGE YOUR DIGITAL LEGACY**Thursday 10.00 to 12.00****15 February****Helen Smith**

What happens to all your digital files, photos, emails, online accounts etc when you die or are unable to handle them personally? There are tools to handle your personal and financial estate such as your Will, but these don't address your digital assets. This session will help you plan your digital estate.

PREREQUISITES: Suitable for everyone who has digital assets to pass on.

18COM031 CREATE SAFE AND MEMORABLE PASSWORDS**Thursday 10.00 to 12.00****1 March****Helen Smith**

Every website you sign up to requires a password, whether you connect using your phone, tablet or computer. You know that you should use a different password for each but it's so hard to think of good passwords and even harder to remember them! This session will help you appreciate the risks involved with poor passwords and give you some strategies for creating safe and memorable ones without too much effort.

PREREQUISITES: Suitable for everyone who connects online by computer, smartphone and/or tablet.

18COM033 KEEP SAFE ON-LINE**Thursday 10.00 to 12.00****15 March****Helen Smith**

The internet is a great source of information, shopping and banking. But how do you protect yourself against online risks, such as phishing and hacking scams, malware and adware? What precautions should you take to ensure your privacy and safety? How best to pay for online shopping? How can you tell if information on the Internet is trustworthy? This course will help you understand how to interact safely online.

PREREQUISITES: Suitable for everyone who connects online by computer, smartphone and/or tablet.

QUESTIONS AND ANSWERS**18COM025 Questions and Answers (Q&A)****1 Feb, 15 Feb, 1 March and 15 March****Thursdays 3.00 to 4.00****Graeme Hilson**

Have you forgotten something? Do you need a reminder? Do you need help? Your Computer questions will be answered. There is no need to enrol for this session.

18COM027 iPhone and iPad Issues**21 February, 7 March and 21 March****Wednesdays 3.00 to 4.00****Tony Widdows**

For iPhone and iPad users who are looking for some help. Bring your (fully charged) iPhone or iPad and we'll talk through the issue. Don't forget to bring relevant passwords (e.g., Apple ID, email account). All attending can benefit from how others overcome problems. This is free and it is not necessary to enrol prior to attending.